

Purpose**Purpose**

Employee Self-Service (ESS) enables employees to perform their own administrative tasks in support of life and work events.

The **Voluntary Deductions (One-Time)** service is located in the 'My Pay' workset in ESS. Employees will make a one-time contribution to a charity or other organization.

NOTE: This service creates a one-time only deduction. If you want to make regular contribution (i.e. each paycheck), use the Voluntary Deductions (Recurring) service.

Trigger

Use this service in Employee Self-Service (ESS) to maintain one-time deductions.

Prerequisites

- A MySCEmployee portal user ID.
- ESS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

Menu Path

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal ➔ ESS ➔ My Pay ➔ Voluntary Deductions (One-Time)

Transaction Code

ESS

Helpful Hints

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

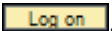
Procedure

1. Start all ESS application by logging on to the MySCEmployee Portal:



2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button .



After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.



When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.

Welcome essit15, **MySCEmployee** powered by SCEIS

Help | Personalize | Log Off

Welcome | **Employee Self-Service** | Alerts and Information | Universal Worklist

History | Back | Forward

Welcome to MySCEmployee

MySCEmployee is the place where state employees can manage their human resources and payroll information on file with the State. Employees can view their pay statements, make leave requests, and update direct deposit and contact information from any computer with an internet connection. We hope you find MySCEmployee a useful and convenient tool.

MySCEmployee Updates

- MySCEmployee System Availability:** Payroll processing has completed and access has been restored to Employee Self Service and Manager Self Service.
- Important Payroll Information:** With the end of the year rapidly approaching, final preparations are being made for the January 1 payroll. Employees are encouraged to review the **Employee Payday Checklist**.
- MySCEmployee Password:** Due to an SAP technical issue, the process for changing your password has changed. Please follow these **instructions to change your password**. Note: You must be logged out of MySCEmployee before changing your password.
- If you have not taken the Employee Self Service overview course**, we encourage you to do so as soon as possible. The overview course, along with other MySCEmployee courses can be accessed at www.sceis.sc.gov/page.aspx?id=158.
- The MySCEmployee Reference Guide** and other support materials are available at www.sceis.sc.gov/page.aspx?id=166
- If your agency requires you to enter time**, SCEIS recommends that time is entered in MySCEmployee on a daily basis beginning on December 2.

Helpful Links

- SC.Gov
- Employee Insurance Program (EIP)
- Retirement Systems
- Office of Human Resources (OHR)
- Employee E-News
- State Holidays
- State Employee Weather Alert
- SCEIS

5. Click the Employee Self-Services tab

Employee Self-Service

Welcome essit15, **MySCEmployee** powered by SCEIS

Help | Personalize | Log Off

Welcome | **Employee Self-Service** | My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

History | Back | Forward

Employee Self-Service provides South Carolina employees with easy access to information and services.

My Employee Search

- *Quick Links
- *Who's Who

My Working Time

- *Quota Overview
- *Time Statements
- *Holiday Schedule
- *State Employee Leave Package

Quick Links

- [Record Working Time](#)
- [Time Conversion](#)
- [Leave Request](#)

My Pay

- *Bank Information (Direct Deposit)
- *Employment Verification
- *W-4 Tax Withholding
- *Voluntary Deductions
- *Savings Bonds

Quick Links

- [Pay Statements](#)

My Personal Info

- *Address and Emergency Contacts
- *Personal Data

My Benefits

- *Employee Insurance Program Websites
- *Retirement Forms

Quick Links

- [MyBenefits - Employee Insurance Program](#)

My Career

- *Training and Development

Quick Links

- [State Jobs](#)

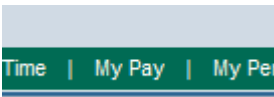

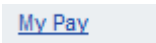
My Travel and Expenses

- *Expense Reports
- *Travel Requests



The **My Overview** page shows all the available worksets in ESS. A workset is a grouping of web applications based on a functional area (e.g. Benefits, Pay, Time Management, etc.).

6. Users can go to the next level of navigation, (the area page), by selecting the workset in three possible actions. Select the workset by performing one of the following functions:

Activity	Notes
	Select the workset TAB . The workset tabs are located below the main ESS tab.
	Click the ICON for the workset.
	Click the main LINK for the workset.




The area page includes all the associated web services/applications for that workset, the links to access the applications, and a short description of each application (if applicable).

- 8.** Perform one of the following:

To	Go To
Create a NEW Voluntary Deduction (One-Time).	Step 10
Change an existing Voluntary Deduction (One-Time).	Step 13
Stop a Voluntary Deduction (One-Time).	Step 15

- Welcome esstrain4, **MySCEmployee**
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Welcome

Employee Self-Service

[My Overview](#) | [My Employee Search](#) | [My Working Time](#) | [My Pay](#) | [My Personal Info](#) | [My Benefits](#) | [My Travel and Expenses](#) | [My Career](#)

Voluntary Deductions (One-Time)

Voluntary Deductions (One-Time)

1

2

Overview

Edit

One-Time Voluntary Deductions

Deduction Type	Amount	Date
United Way Assoc of SC	20.00	10/02/2009

New

Edit

Stop Deduction

To create a new Voluntary Deduction click New.

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Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Voluntary Deductions (One-Time)

Voluntary Deductions (One-Time)

1 Overview 2 Edit

Start Date: 10/02/2009

Deduction Type: The Walker Foundation

Deduction Amount: 25.00

Previous Step Save Exit

11. As required, complete/review the following fields:

Field	R/O/C	Description
Start Date	R	From the drop-down, select a start date for the deduction to begin. The drop-down will default to the start date of the current pay period. However, employees can select to start it for future pay period (up to 10). Note: This a one-time only deduction. The date represents what pay period the employee will see the one-time deduction in their paycheck.
Deduction Type	R	From the drop-down, select a the deduction to be made (for example, the charity name, credit union name, insurance company name*, etc.). * See below note for insurance companies.
Deduction Amount	R	Enter the amount you would like deducted.

12. Enter the Voluntary Deduction information and click .

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Voluntary Deductions (One-Time)

Voluntary Deductions (One-Time)

Overview Edit

Deduction Type	Amount	Date
United Way Assoc of SC	20.00	10/02/2009
The Walker Foundation	25.00	10/02/2009

New Edit Stop Deduction



The Overview table displays all Voluntary Deductions (One-Time), including historical.

13. Change an Existing Voluntary Deduction (One-Time)

To make changes to an existing Voluntary Deduction, select the record from the Overview table and click

Edit.

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Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Voluntary Deductions (One-Time)

Voluntary Deductions (One-Time)

1 Overview 2 Edit

Start Date: 10/02/2009

Deduction Type: United Way Assoc of SC

Deduction Amount: 15.00

Previous Step Save Exit



Note: Changes can be made ONLY if the deduction has not already been processed through payroll. Historical records cannot be changed. The system will issue an error message if the record has already been processed through payroll.

14. Enter the Voluntary Deduction changes and click .

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Voluntary Deductions (One-Time)

Voluntary Deductions (One-Time)

1 Overview 2 Edit

Deduction Type	Amount	Date
United Way Assoc of SC	15.00	10/02/2009
The Walker Foundation	25.00	10/02/2009

New Edit Stop Deduction

15. Stop a Voluntary Deduction

You can ONLY stop a deduction if it has not already been processed through payroll. Historical records cannot be stopped. The system will issue an error message if the record has already been processed through payroll.

To Stop a One-Time, select the record from the Overview table and click **Stop Deduction**.

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Voluntary Deductions (One-Time)

Voluntary Deductions (One-Time)

1 Overview 2 Edit

One-Time Voluntary Deductions

Deduction Type	Amount	Date
United Way Assoc of SC	15.00	10/02/2009
The Walker Foundation	25.00	10/02/2009

New Edit Stop Deduction

15.1. The following pop-up window will open:

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Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits

Voluntary Deductions (One-Time)

Voluntary Deductions (One-Time)

1 Overview 2 Edit

Deduction Type	Amount	Date
United Way Assoc of SC	15.00	10/02/2009
The Walker Foundation	25.00	10/02/2009

New Edit Stop Deduction

Stop Deduction?
You have selected to stop deductions. Depending on the timing of your request, your deduction will stop on the next possible pay cycle. Click Yes to stop deductions.
Yes No



- Click **Yes** to continue and Stop the Deduction.
- Click **No** to go back to the overview table. No changes will be made.

16. For the purpose of this exercise, click **Yes** to stop the deduction.

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My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Voluntary Deductions (One-Time)

Voluntary Deductions (One-Time)

1 Overview 2 Edit

One-Time Voluntary Deductions

Deduction Type	Amount	Date
The Walker Foundation	25.00	10/02/2009

New Edit Stop Deduction



Note: If you stop a deduction that was recently created, and has not yet been processed through payroll, the record will be deleted entirely (e.g. there will be no history on the Overview table).

Result

You maintained a voluntary deduction (one-time).